

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

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To: State Leadership Team

From: Deputy State Director, External Affairs

Subject: Revised Publications/Exhibits/Informational/Promotional Items Approval Request,
BLM Form 1550-8.

This Information Bulletin (IB) announces the release of the revised form "Publications/Exhibits/Informational/Promotional Items Approval Request" (BLM Form 1550-8), as per Instruction Memorandum (IM) No. BC-2003-033, dated April 10, 2003.

Several revisions have been made to BLM Form 1550-8 to ensure its conformity with current publications approval policies and procedures. The last previously approved version of the form was issued in June 2000. IM No. BC-2003-033 outlines fully all changes and instructions for the new BLM Form 1550-8.

Additionally, it is essential to reaffirm:

1. Approval authority for publications, exhibits, maps and all other graphics and promotional items under \$20,000 are delegated to State Directors. State Directors may redelegate approval authority to the Deputy State Director, External Affairs or Chief, Public Affairs. Publications, exhibits, maps and all other graphics and promotional items exceeding \$20,000 must be approved by the Group Manager, Public Affairs (WO-610).
2. Mandatory use of the Government Printing Office (GPO) is still a requirement under Title 44 U.S. Code, Section 501, and Public Law 102-39, Legislative Appropriation Act 207, which mandates that all printing and binding be procured through the GPO.

Please direct questions regarding use of this form to Dorothea Boothe at 602-417-9219.
Questions regarding ordering of the forms and shipment should be directed to Bob Stahl at the
Printed Material Distribution Section at 303-236-1975.

SIGNED BY:
Joanie Losacco

AUTHENTICATED BY:
Susan Williams
Staff Assistant

Attachments:

- 1 - IM No. BC-2003-033 (3 pp.)
- 2 - Publications/Exhibits/Informational/Promotional Items Request Form,
BLM Form 1550-8 (4 pp.)